



MAINE

Division of the Maine Public Utilities Commission

[www.maine.gov/msep](http://www.maine.gov/msep)

## Solar Energy Rebate Program

**Reservation Date Start** \_\_\_\_\_ **Tracking #** \_\_\_\_\_  
(Entered by Program Administrator) (Entered by Program Administrator)

**120 Day Expiration Date** \_\_\_\_\_  
(Entered by Program Administrator)

### Customer Information

**First Name:** \_\_\_\_\_ **M I:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Business Name (If applicable)** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Installation Address** \_\_\_\_\_  
(If different)

**Phone:** \_\_\_\_\_ **Name of Utility Connected To:** \_\_\_\_\_

**E Mail:** \_\_\_\_\_ **SSN or Fed Tax ID #:** \_\_\_\_\_  
(optional) (If Business)

### Installer Information

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_ **E Mail:** \_\_\_\_\_

**Installers Name:** \_\_\_\_\_  
(If Different than Contact)

**Listed on SEP Web site as Certified / Qualified Installers:** Yes \_\_\_\_ No \_\_\_\_  
(If not Listed Proof of Certification required)

**Plumber / Electrician License #** \_\_\_\_\_

**Qualified Installer Certification #** \_\_\_\_\_  
(If not listed on SEP Web site)

**System Information**  
**Thermal System**

Type: Water \_\_\_\_ Air \_\_\_\_ Collector Manufacturer: \_\_\_\_\_

Collector Model #: \_\_\_\_\_ Serial # \_\_\_\_\_

Energy Use offset: Electricity: \_\_\_\_ Propane: \_\_\_\_ Oil: \_\_\_\_ Other: \_\_\_\_\_

Estimate Annual Energy Production MMBTU/ year: \_\_\_\_\_

**Photovoltaic System**

PV Panel Mfg. \_\_\_\_\_ Model # \_\_\_\_\_

Quantity: \_\_\_\_\_ Name Plate Info: \_\_\_\_\_

Inverter Manufacture: \_\_\_\_\_ Model # \_\_\_\_\_

Other Equipment Installed: \_\_\_\_\_

Estimate Annual Energy Production kWh: \_\_\_\_\_

**Incentive Calculation**

**Thermal cap:** \$1,250.00 or 25% of installed cost, whichever is less:

Water Installed cost \_\_\_\_\_ X 25% = \_\_\_\_\_

Warm Air Installed cost \_\_\_\_\_ X 25% = \_\_\_\_\_

Incentive Allowed to nearest dollar. \$ \_\_\_\_\_

**PV cap:** \$3.00 watt to 2,000 watts, \$1.00 watt next 1,000, total 3,000 watts

Total Watts installed: \_\_\_\_\_ First 2,000 \$3 X \_\_\_\_\_ = \$ \_\_\_\_\_

Next 1,000 \$1 X \_\_\_\_\_ Total incentive \$ \_\_\_\_\_

I certify that I have read and accept the terms and conditions of this agreement and intend to purchase and install a Solar Thermal System [ ] or a Photovoltaic System [ ] (please check one.) at the location described above. I further certify that I meet all requirements of the Solar Energy Rebate Program, and have filled out this application to the best of my ability. I acknowledge that any attempt to mislead or falsify information entered in this agreement will disqualify me from any claim to the incentives offered through the Solar Energy Rebate Program.

Customer Signature: \_\_\_\_\_

Date \_\_\_\_\_

Please mail to:  
Processing - Maine Solar Rebates  
Energy Federation, Inc.  
40 Washington Street, Suite 2000  
Westborough, Ma. 01581

Inquiries:  
Richard Fortier  
207-287-3319  
E-Mail: richard.fortier@maine.gov

## Appendix A

### Maine Solar Energy Rebate Program Rebate Payment Request

*Please read carefully and complete all sections. Incomplete or incorrect forms will cause delay, possible return to applicant, and possible decline of incentive.*

**Tracking #:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_ **Incentive:\$** \_\_\_\_\_

#### **Customer**

Customer Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Were changes made to system output after the Reservation Date: Yes\_\_\_ No\_\_\_

*If **yes**, complete a new system page and included it with this request. This change may delay any rebate until such time as the new information can be reviewed and approved. Payment request for amounts greater than reserved will be subject to available funds and if approved may be issued as 2 payments.*

I certify that the afore stated system has been installed and is in service at the address indicated above, and is operating as specified. I also certify that I have read and accept the terms and conditions of this agreement. I further certify that I have met all requirements of the Solar Energy Rebate Program. I acknowledge that any attempt to mislead or falsify information entered in this agreement will disqualify me from any claim to the incentives offered through the Solar Energy Rebate.

\_\_\_\_\_  
Signature of owner

Date: \_\_\_\_\_

#### **Installer**

Business Name: \_\_\_\_\_

I certify that I have worked with the customer referenced above on the Solar System referenced above. The system is now fully installed, operational, and operating within its design parameters. It has been installed in accordance to all Federal, State, and local requirements and within the guidelines of this program. If any statement made within this application is intentionally misrepresented I understand it will disqualify me from any further participation in the Solar Energy Rebate Program and all claims to any rebate offered.

\_\_\_\_\_  
Signature of Installer

Date: \_\_\_\_\_

**Please mail to:**

**Processing - Maine Solar Rebates  
Energy Federation, Inc.  
40 Washington Street, Suite 2000  
Westborough, Ma. 01581**

**Inquiries:**

**Richard Fortier  
207-287-3319**

**E-Mail: richard.fortier@maine.gov**

## **Terms & Conditions**

### **1. Incentives**

Subject to these Terms and Conditions, the Maine Public Utilities Commission (MPUC) will award incentives to eligible Customers for the installation of new, commercially available thermal or photovoltaic Solar Energy Systems (SES).

Program Definitions:

A. Qualified Solar Energy System. "Qualified Solar Energy System" means a solar photovoltaic system or a solar thermal system.

B. Qualified Solar Photovoltaic System Installer. "Qualified Solar Photovoltaic System Installer," until January 1, 2007, is a master electrician who has completed a training course to prepare for certification by the North American Board of Certified Energy Practitioners, or is a master electrician working with someone who has completed the training course, or is a master electrician working with someone who is certified by the North American Board of Certified Energy Practitioners. After January 1, 2007, a "Qualified Photovoltaic System Installer" is a master electrician who is certified by the North American Board of Certified Energy Practitioners or is working in conjunction with a person who is certified by the North American Board of Certified Energy Practitioners.

C. Qualified Solar Thermal Water System Installer. "Qualified Solar Thermal Water System Installer" is a licensed plumber who has been certified by the Commission to install solar thermal systems designed to heat water, or is a licensed plumber working in conjunction with someone who has been certified by the Commission to install such solar thermal systems designed to heat water.

D. Solar Photovoltaic System. "Solar Photovoltaic System" means a solar energy device with a peak generating capacity of 100 kilowatts or less used for generating electricity for use in a residence or place of business.

E. Solar Thermal System. "Solar Thermal System" means a configuration of solar collectors, a pump, heat exchanger and storage tank or fans designed to heat water or air. Solar thermal systems types include forced circulation, integral collector storage, thermosyphon and self-pumping systems.

### **2. Customer Eligibility**

#### **A. Eligibility**

To the extent that funds are available in the solar energy rebate program fund established pursuant to section 4 of Chapter 930, owners and tenants of residential or commercial properties located within Maine, connected to the grid, and who are Maine residents are entitled to rebates for qualified solar energy systems installed on those properties. To qualify for a rebate, the new, commercially available solar energy systems must be connected to the electrical grid and installed after July 1, 2005 in accordance with 35-A M.R.S.A. § 3211-B and Chapter 930. For purposes of this section, a person may demonstrate the date a system was installed by the date of a net metering arrangement with a transmission and distribution utility or by the date on a bill of sale for the system.

## **B. Rebate Amounts**

Solar Photovoltaic Systems. Solar photovoltaic systems installed by Qualified Photovoltaic System Installers will qualify for rebates of \$3 per watt for the first 2,000 watts of installed capacity and \$1 per watt for the next 1,000 watts.

Solar Thermal Water Systems. Solar thermal systems designed to heat water and installed by a Qualified Solar Thermal Water System Installer will qualify for a rebate of 25% of the installed system cost or \$1,250, whichever is less.

Solar Thermal Air Systems. Solar thermal systems designed to heat air qualify for a rebate of 25% of the system cost or \$1,250, whichever is less.

## **3. Rebate Distribution**

The Commission shall distribute rebates for qualifying solar energy systems pursuant to Chapter 930 as long as funds are available in the solar energy rebate program fund. To the extent that there are insufficient funds in the Solar Energy Rebate Program, the Commission shall distribute available funds as specified in this section.

### **A. Installations Prior to Chapter 930 Effective Date**

For installations after July 1, 2005 and prior to the effective date of Chapter 930, the Commission shall distribute rebates based on the date of installation.

### **B. Installation after Chapter 930 Effective Date**

For installations after the effective date of Chapter 930, the Commission shall distribute rebates based on the date the Commission approves the application for a solar energy rebate system pursuant to section 6 of Chapter 930.

### **C. Insufficient Funds**

In the event that there are insufficient funds in the solar energy rebate program fund at the time that the Commission determines that a qualified solar energy system is eligible for a rebate, the Commission shall distribute the rebate after subsequent assessments pursuant to section 4 of Chapter 930 result in sufficient funds. The Commission shall inform applicants that the availability of future rebates could be altered by changes in law. The Commission shall inform applicants that no rebates are available when amounts projected from assessments through the statutory repeal date of the solar energy rebate program are committed to previous applicants.

#### **4. Application**

##### **A. Review Process**

Applications for solar energy system rebates pursuant to this Chapter shall include the information and documentation specified in this section. The Commission shall review applications and notify applicants whether the solar energy system qualifies for a rebate and whether funds are available for the rebate. Applications for solar energy rebates may be filed prior to the installation of the system. Information and documentation that is not practical to provide prior to the installation of the system must be submitted after installation. Applicants who have received approval prior to installation must demonstrate that system was installed consistent with the application before a rebate is provided. The Commission shall set aside funds for applications that have received approval prior to system installation. To the extent that funds are not available to cover the number of applications, the Commission will set aside funds as they become available and issue rebates in the order in which requests for payment are accepted. The Commission will inform the applicant that the rebate will be provided when funds become available and the time frame in which available funds are expected.

##### **B. Requirements**

1. Applicant. Applications shall include the address of the applicant's legal residence as demonstration of Maine residency and shall indicate whether the applicant is an owner or tenant of the premises in which the system has been installed. If system is located or will be located on premises different from the legal place of residence, the location of the system must be clearly stated. Applications shall include an affirmation by the applicant that the system location is connected to the electrical grid.

2. System Type. Applications shall indicate whether the system is solar photovoltaic, solar thermal–water, or solar thermal–air.

3. System Description. Applications shall provide data on system components including manufacturer and model number for collectors which must be new and commercially available and all major system components. Nameplate capacity (watts) shall be provided for solar electrical systems and estimated annual energy production based on Maine specific weather data shall be provided for both solar electric and solar thermal systems. Applications shall include copies of invoices indicating total system installed costs.

4. Installer Qualifications. Applications for solar photovoltaic and solar thermal water systems shall include proof of installer qualifications as set forth below.

a) Applications for solar photovoltaic systems that are installed or will be installed between July 1, 2005 and January 1, 2007 shall include a copy of the installer's master electricians license or license number along with a copy of a North American Board of Certified Energy Practitioners certificate issued to the installer or a person working in conjunction with the installer. As an alternative to the certificate, the application may include proof of completion by

the installer or a person working in conjunction with the installer of a training course to prepare for certification by the North American Board of Certified Energy Practitioners.

b) Applications for solar photovoltaic systems that are installed or will be installed after January 1, 2007 shall include a copy of the installer's master electrician's license or license number along with a copy of a North American Board of Certified Energy Practitioners certificate issued to the installer or a person working in conjunction with the installer.

c). Applications for solar thermal water systems that are installed or will be installed after July 1, 2005 must include a copy of the installer's plumbing license or license number, and a copy of a certificate of competency issued by the Commission to the installer or a person working in conjunction with the installer

5. Installation Date. Applications shall include the date on which the system will be or was installed and documentation supporting the installation date.

6. Rebate. Applications shall provide a clear statement of the rebate requested and a calculation of the rebate.

7. Other. Applications shall include other information or documentation that the Commission deems necessary or useful in determining whether a solar energy system qualifies for a rebate pursuant to this Chapter.

## **5. Rejection**

Rejection: Applicants not in compliance with sections (4-5) above will be rejected. Applicant will be notified of rejection and cause thereof.

## **6. Order of Application Acceptance / allowed installation time, cancellation.**

All applications will be sent to: **Processing - Maine Solar Rebates Energy Federation, Inc. 40 Washington Street, Suite 2000 Westborough, Ma. 01581.** Energy Federation, Inc (EFI) will establish the order of which applications will be entered into the tracking system. All applications will be processed in an expedient manner and a determination of eligibility made. If approved, a notice to the participant listed on the application will be sent. The date of Reservation acceptance will be the start of the project approval time frame, which is 120 days from that date.

**To complete the process Appendix A must be submitted with all required documentation and postmarked by the date designated on the Reservation. If Appendix A is not received by expiration date the application may be void, If voided the applicant may reapply for any rebate available at that time.**

## **7. Pre-Approved Letter**

After an application is approved by **EFI**, the Customer will receive written notification of the maximum pre-approved incentive. The MPUC reserves sole discretion to approve or disapprove of any SES proposed.

## **8. Schedule for Incentive Payments**

The MPUC expects all approved SES Rebates to be paid within thirty (30) days after notification of project completion. Project completion requires:

- A. submission to EFI of all documentation;
- B. completed installation of the approved SES;
- C. MPUC acceptance of (a&b) above, all in accordance with the specifications outlined elsewhere in the Terms and Conditions.

## **9. Monitoring and Evaluation Follow-up Visits**

- A. The MPUC reserves the right to make a reasonable number of follow-up visits to the applicant's installation site following the actual Completion Date noted on this application. Such visit(s) will be at a time convenient to the Customer, made with at least one week advance notice given to the Customer by the MPUC.
- B. The purpose of the follow-up visit(s) is to provide the MPUC with an opportunity to review the operation of the Solar Energy System for program evaluation purposes. The MPUC is under no obligation to: (i) take follow-up visits; (ii) review the operation of the SESs; (iii) make any suggestions of any kind to the Customer. The scope of review by MPUC of the design and installation of the SESs is limited solely to determining whether program conditions have been met. It does not include any safety review.

## **10. Changes in/cancellation of the Program**

- A. The MPUC may change the program requirements, incentives, or Terms & Conditions at any time without notice, including suspending acceptance of applications or terminating the program without prior notice. In particular, the MPUC is not obligated to approve any submitted application for an incentive that may result in the MPUC exceeding its program budget.
- B. In the event of a program change, pre-approved applications will be processed to completion under the Terms & Conditions in effect at the time of the pre-approval.
- C. Submission of a completed application does not entitle the applicant to program participation. Entitlement to participation can only occur after the MPUC has signed a copy of the application and incentive pre-approval form.



### **11. Publicity of Customer Participation**

The Maine Public Utilities Commission may wish to publicize participation in the program, the results, the amount of incentives paid to participant, and any other information which reasonably relates to participation in the program and does not compromise reasonable expectations of confidentiality. MPUC may publicize your participation in this program.

### **12. Installation/Completion Schedule Requirements**

If the Customer has not engaged in installation of the approved project or failed to advise the MPUC that a project is complete, or provided the requisite post installation documentation as described elsewhere in these Terms and Conditions an incentive payment may be denied.

### **13. Limitation of Liability and Indemnification**

- A. The MPUC's liability under this Agreement will be limited to paying the incentive amounts specified in this Agreement. The MPUC and any of its affiliates or contractors shall not be liable to the Customer for any consequential or incidental damages or for any damages in tort (including negligence) caused by any activities associated with this Agreement or in the program.
- B. The Customer shall protect, indemnify, and hold harmless the MPUC from and against all liabilities, losses, claims, damages, judgments, penalties, causes of action, costs and expenses (including, without limitation, attorney's fees and expenses) incurred by or assessed against the MPUC arising out of or relating to the performance of Agreement.

### **14. No Warranties**

- A. The MPUC does not endorse, guarantee, or warrant any particular manufacturer or product, and it provides no warranties, expressed or implied, for any product or services. The Customer's reliance on warranties is limited to any warranties that may arise from, or be provided by contractors, vendors, etc.
- B. The Customer acknowledges that neither the MPUC nor any of its consultants are responsible for assuring that the design, engineering and construction of the Facility or installation of the SESs is proper or complies with any particular laws, codes, or industry standards. The MPUC does not make any representations of any kind regarding the results to be achieved by the SESs or the adequacy or safety of such measures.

## **15. Miscellaneous**

A. If any provision of the Terms and Conditions is deemed invalid by any court or administrative body having jurisdiction, such ruling shall not invalidate any other provision, and the remaining Terms and Conditions shall remain in full force and effect in accordance with their terms.

B. In the event of any dispute concerning these Terms and Conditions, or any other requirement of this program or condition of incentive award, resolution will be governed in all respects by the laws, statutes, and regulations of the United States of America and of the State of Maine. Any legal proceeding against the State regarding this agreement shall be brought in State of Maine administrative or judicial forums. The Customer consents to personal jurisdiction in the State of Maine.

### **Application Check List Customer:**

Completed Customer Information \_\_\_\_ Available System Information \_\_\_\_ Correct Addresses \_\_\_\_

Signatures \_\_\_\_ SSN or Fed. Tax # if Small Business \_\_\_\_

### **Check list Contractor / Installer**

Completed Contractor Information \_\_\_\_ Available Information \_\_\_\_ License Type / Number \_\_\_\_

If Listed on Web Checked \_\_\_\_ Copy of Certificate / License if Required \_\_\_\_

Correct Addresses \_\_\_\_ Signatures \_\_\_\_

### **Request for Payment Checklist**

Tracking number, expiration date and incentive amount completed. \_\_\_\_

Completed Customer Information \_\_\_\_ Checked "Changes made box " yes / no \_\_\_\_

Included Final Itemized Invoice \_\_\_\_ Installer business name \_\_\_\_ Installer signature and date \_\_\_\_